

Assistant Director General Services Department

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>

\$73,294 / year or higher DOQ + [Full-Time County Benefits](#)

James City County General Services seeks an individual to assist the Director in the overall management and administration of the Department of General Services including fiscal management and budget analysis.

Responsibilities: Responsible for the effective supervision, administration and oversight of departmental programs and functions to include staff development and training; succession planning; performance management; employee relations and related activities. Evaluate departmental needs and manages the effective deployment and utilization of resources; responsible for the effective management of all Departmental and County Assets. Assist in the overall planning, organizing and management of all divisions within the Department of General Services. Research and make recommendations to improve departmental productivity and the development of new and innovative programs to address current and future needs. Oversee the development of the Capital Improvements (CIP) and Operational budget for the Department and its divisions; recommends and reviews requests for changes in funding; prepare spending and budget analysis; coordinate budget control and monitoring processes; assist division directors in budget management. Oversee a wide variety of special projects within the Department including regulatory compliance; policy analysis and development; and the financial impact of program and facility development. Represent the Director of General Services on various occasions and serves on a variety of internal and external committees; act in the absence of the Director of General Services.

Requirements: Any combination of education and experience equivalent to a Bachelor's Degree in Business Administration, Public Administration or related field, and extensive experience in related professional work with considerable supervisory experience. Must possess or be able to obtain within thirty (30) day of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria. Knowledge of developing and monitoring budgets, data analysis and collection principles; strategic planning principles and theories; concepts and details involved in the development, operation and modification of automated financial systems; spreadsheet, word processing, database usage, and asset management; and, knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction. Skill in the use of computer software, especially Microsoft Office Suite; demonstrated critical thinking skills using logic and reasoning to understand, analyze and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches; and, demonstrated decision making skills in evaluating the best method of research and then exercising appropriate judgement in establishing priorities and in resolving complex matters. Ability to communicate complex ideas and proposals effectively; listen and understand information and ideas presented verbally or in writing; ability to manage several projects simultaneously and meet set deadlines.

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Groundskeeper I

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\$11.04 / hour; Part-Time Temporary Position

This position must report to work during inclement weather.

General Services is seeking a motivated individual to perform responsible landscaping and maintenance tasks to ensure the attractive appearance and proper upkeep of County grounds and planted areas.

Responsibilities: Maintain appearance of grounds including mowing, edging, weeding, watering, trimming raking and planting, including athletic fields. Maintain sidewalks and other paved areas by picking up debris including rubbish, pine cones, sticks, branches, etc. from grounds and paved area. Maintain grounds-keeping equipment by performing preventive maintenance and minor corrective maintenance; moves office furniture, boxes, etc., as requested, including voting machines. Assist in building maintenance/repair/renovations and special construction projects as required.

Requirements: Any combination of education and experience equivalent to high school diploma; and some experience in the methods, equipment, materials, and tools used in grounds maintenance work as needed to maintain gardens, building grounds, and paved areas. Must have a valid Virginia Driver's License and acceptable driving record based on James City County criteria. Must have the ability to perform strenuous physical labor; to operate powered grounds-keeping equipment and electric hand tools; and to deal courteously with the public and to follow oral and written instructions.

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Industrial Mechanic

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\$38,146 / year or higher DOQ + [Full-Time County Benefits](#)

James City Service Authority seeks an individual to perform experienced work maintaining and repairing machinery and equipment used within the JCSA's water and wastewater systems; primarily industrial pumps, valves, and related mechanical and piping systems; and perform novice level work in the maintenance and repair of power generation equipment.

Responsibilities: Maintain and repair machinery and equipment used within the JCSA's water and wastewater systems, primarily industrial class pumps and mechanical systems; troubleshoot and diagnose problems to determine cause of mechanical equipment failure; prioritize corrective maintenance actions. Troubleshoot, overhaul, and rebuild various styles of pumps and related equipment; repair or install various sizes of threaded, flanged and mechanically coupled piping. Inspect, repair, and test all JCSA backflow devices found throughout its water and wastewater facilities, in accordance with State standards. Act as first echelon prime mover mechanic for JCSA generators, i.e., services, troubleshoots, and performs repairs; includes repairs to fuel injection systems, oversee fuel system conditions and monitors organics and contaminants. Perform welding and fabrication work on process components and structures. Develop and write specifications for parts for procurement; work with vendors to obtain necessary parts. Perform predictive maintenance tasks such as vibration and temperature analysis; motor and pump alignments; monorail/hoist system testing, etc.

Requirements: Any combination of education and experience equivalent to a high school diploma supplemented by vocational, trade school, or related training in industrial level mechanical, millwright, pipe fitting and welding work. Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria. Must possess or be able to obtain within to (2) years of hire, valid Backflow Prevention Device Worker Certification issued by the Commonwealth of Virginia. Extensive knowledge of maintenance and repair of industrial class pumps and mechanical systems in water production/wastewater systems; pipe fitting, millwright and welding trades; Knowledge of generator prime movers for servicing and repair preferred. Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction. Skill in use of computer software, especially Microsoft Office Suite. Ability to read and understand technical manuals, blueprints, and schematics.

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